



# Retention Realities

## *Grow Employees. Grow Your Business!*

**A SUCCESSFUL BUSINESS MUST...**

**...grow and improve the bottom line.**

**...engage and motivate staff.**

**...recognize that you can't have one without the other.**

**Date:** Last Wednesday of the Month  
January - October 2008

**Time:** 10:00 am - Noon Educational Session  
Noon - 1:00pm Discussion Session &  
Complimentary Lunch

**Location:** Flathead Valley Community College,  
Arts & Technology Building, Room 139

**Register:** Mora McCarthy: 406-758-6241 or  
mmccarthy@mt.gov or  
www.employflathead.com



**Keeping good employees is critical  
to the long-term health and  
success of your business.**

*Retaining your best workers is  
difficult!*

**Retention Realities is an  
educational series focused on  
helping employers learn how to  
engage and grow key employees.**

### PRESENTER - KRISTIN DONAHUE



Kristin Donahue is passionate about employee retention! She is a business consultant and owner of Employment Dimensions Consulting Services, LLC. Kristin's work background includes time as a Retention Specialist for a large (2800+) health care system. She has held various other Human Resource roles and has served as the Society for Human Resource Management (SHRM) representative on the Northern Colorado Human Resource Association (NCHRA) Board. Kristin holds a Masters degree in Human Resource Development from Colorado State University.

Kristin brings skills in the areas of management coaching, employee counseling and performance management. She has successfully developed and implemented internal dispute resolution processes, satisfaction surveys, mentor programs and reward and recognition systems. She enjoys using her creativity and energy to positively impact both a company and its employees.

Kristin is a certified Thomas Concept instructor and an adjunct faculty member at Flathead Valley Community College. She also holds certifications in five workshops offered by HumaNext Inc. Clients describe her as "flexible", "fun to work with", "creative" and "energetic".

Made possible by:



**Flathead One Stop  
Workforce Center**



**Flathead Job Service  
Employers' Council**



**Flathead  
Trainers & Educators  
Consortium**





# Retention Realities

## *Grow Employees. Grow Your Business!*

# 2008

The Society for Human Resource Management has approved each two-hour session for two hours of general PHR/SPHR or GPHR recertification credits.

<b>January 30</b>	<b>Creating a “Keeper” Company:</b> Consideration of what makes a company one that can keep employees. Basic framework for the series. Discussion of key topics, trends, and ideas in employee turnover.
<b>February 27</b>	<b>Creativity and Innovation at Work:</b> Companies that keep people are companies that let employees grow and share their ideas. Learn how to create an environment that encourages creativity and fosters innovation. Learn how to benefit from the creative energy of your employees.
<b>March 26</b>	<b>Talk to Me! Communicating with Employees:</b> Keeper Companies talk to employees! How often should you share information with your staff? How do they want to get news? Learn successful methods for helping employees stay informed and engaged.
<b>April 30</b>	<b>Just Check a Box? NO!</b> How to design a performance appraisal that fits your company. How to make the performance appraisal discussion useful and interactive. Talking when it’s tough – how to have critical conversations with your employees.
<b>May 28</b>	<b>Attracting Top Talent &amp; Creating Opportunities for Growth:</b> Learn how a “Keeper Company” focuses recruitment efforts to attract high quality applicants and how to continue to grow employees.
<b>June 25</b>	<b>Connecting with New Hires:</b> Learn strategies for engaging employees from the start. Plus, <b>Can I Grieve That?</b> Learn how to design an internal grievance process that is fair to employees and provides protection under Montana law.
<b>July 30</b>	<b>More Than a Paycheck – Employee Appreciation Programs:</b> Consider what works and what doesn’t. Learn how to design a reward and recognition program that is cost effective and successful.
<b>August 27</b>	<b>What Do You Think? Gaining Employee Feedback:</b> What to ask, how to ask it, and what to do with the answers. Satisfaction surveys, new hire surveys, exit interviews, and anniversary surveys.
<b>September 24</b>	<b>When the Going Gets Tough:</b> Strengthening morale when changes abound. With change as the only constant, be prepared to communicate and work with employees in even the most challenging times.
<b>October 29</b>	<b>Values-Based Leadership:</b> Series finale! Incorporating all the concepts of employee satisfaction and retention into your approach as a leader.

Group discussion following each session from noon - 1pm with complimentary lunch provided by Qdoba Mexican Grill.

Organization \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Session(s) \_\_\_\_\_

Names of Participants: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Make checks payable to *Flathead JSEC***

**Detach and return with payment to:**  
**Flathead JSEC**  
**15 Depot Park Kalispell, MT 59901**

**If you have any questions or to make reservations  
please contact:**  
Mora McCarthy 758-6241 or mmccarthy@mt.gov

***Special Note!***

**NEW LOCATION**  
**Flathead Valley Community College**  
**Arts & Technology Building, Room 139**

- |   | Price        |
|---|--------------|
| <input type="checkbox"/> Individual registration (1 person for 1 session)                             | \$25.00 each |
| <input type="checkbox"/> 2 or more people registering for the same session from the same organization | \$20.00 each |
| _____ x \$20 = \$_____  |              |

**■ Total enclosed:** \$